

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U.S. Post Office and Courthouse
Omaha, Nebraska 68102

DR 690-1-295

MROPO-S

Regulation
No. 690-1-295

27 May 1983

Civilian Personnel
EMPLOYEE RECORD CARD - SF-7B

1. Purpose. This regulation prescribes policies and procedures for establishment of the Employee Record Card, Standard Form 7B.
2. Applicability. All organizational elements of the Omaha District and activities serviced by the Omaha District Personnel Office.
3. References.
 - a. FPM Chapter 295, Subchapter 7.
 - b. CPR 295.7.
 - c. FPM Supplement 293-31, Subchapter S7.
4. Use of Employee Record Card. The SF-7B is used by operating officials as a basis for requesting personnel actions; recording approved personnel actions, training, and qualifications; and noting reprimands and other matters pertinent to the personnel job of the operating official. The card serves as a convenient "mini-record" of an individual's employment at an installation (District, Division, serviced activity). Each employee's complete work history within the organization plus a summary of his/her evaluation, training, etc., will be currently posted on the card, which will be used for the following purposes:
 - a. Provide a single medium in the operating office for recording data useful to the supervisor in day-to-day activities. This procedure eliminates the need for duplicating official personnel folders and other records maintained in the District Personnel Office.
 - b. Provide a convenient place for recording notes pertinent to each employee's work performance, special skills, work habits, and attitudes. These informal notations provide valuable information and documented evidence for use in initiating personnel actions and performing such personnel management functions as:
 - (1) Planning individual work assignments.
 - (2) Evaluating work performance and making performance ratings.

This Regulation supersedes DR 690-1-295 dated 19 May 1977.

(3) Providing training and guidance for employees.

(4) Requesting reassignments, promotions, or changes to lower grade of employees.

(5) Recommending commendations or awards.

(6) Recording verbal reprimands and recommending disciplinary actions or removals.

c. Provide a ready reference to Job Descriptions (DA Form 374) maintained in the operating official job description file (useful for large organizations).

5. Preparation. The Personnel Office, Technical Services Branch, will prepare an Employee Record Card for each new employee (excluding offices located outside of Omaha). Other offices are responsible for preparation of these cards for employees new to their organizations. New cards will not be established for those being moved within the Omaha District, Missouri River Division, or serviced activities; their card will be transferred from the losing organization at the time of the employee's organizational change. Operating officials are responsible for establishing cards in the following situations:

a. For newly established vacant positions.

b. For vacated positions when the positions are to be continued.

6. Maintenance. The SF-7B will be maintained on each employee at the lowest echelon practicable. Supervisors should maintain this record, to the extent practicable, so as to preclude access to it by persons who have no official need for the information. The cards must be convenient for making frequent entries and for easy review by Personnel Office representatives, higher level supervisors, and others authorized to make such a review. Employees will, upon their request, be permitted to review their own SF-7B card.

a. The cards will be kept current by posting from the following types of events:

(1) Personnel actions: From Standard Form 50, Notification of Personnel Action, or upon receipt of other notices from the Personnel Office.

(2) Position actions for vacant positions: From approved Requests for Personnel Action (Standard Form 52) and/or Position Review and Group Action Request Lists (DA Form 279).

(3) Performance/Merit Pay System/Real Estate Career Appraisals: At the time the appraisal has received final approval, the appraisal adjective rating and date will be posted in pencil in Item 8.

(4) Training courses completed: From a copy of Record of Training (DD Form 1556 or other similar form). Refresher training in such subjects as first aid, safety, and radiation monitoring should also be posted. Posting will be in typewriter or ink in Item 9.

b. Items on the card, subject to change, and not of historical value, should be posted in pencil to permit easy change. These can include such items as the following:

(1) Tenure Group - Item 3.

(2) Service Computation Date - Item 4.

(3) Federal Employees Group Life Insurance (FEGLI) - Item 6. The description from the same block on the latest Standard Form 50 should also be included.

(4) Retirement - Item 7.

(5) Home Address (Including Telephone Numbers) - Item 11.

(6) Willing to Donate Blood (Optional) - Item 12B.

(7) Special Instructions (Optional) - Item 13.

(8) Emergency Notification Including Telephone Numbers (Optional) - Items 14 and 14A.

Changes in the above items should be posted as they occur or as soon as the operating official is advised.

c. For personnel in nonsensitive positions: Prior to assumption of duties, record the fact that the employee has been oriented in basic safeguards and fundamental principles of security. (Ref: DR 690-1-120, Appendix B.)

d. The degree of security clearance will be entered in the "Remarks" section. The Security Office will advise the operating office of the results of security clearance. If employee does not have a security clearance, the remark "No Security Clearance" will be entered on the card.

e. Other data: Informal evaluations, verbal reprimands, verbal commendations, etc., will be entered in the "Remarks" section and initialed by the first-line supervisor. It is extremely important that all derogatory and commendatory information regarding the employee be documented on the Employee Record Card to provide a basis for future adverse actions or recommendations for awards. Employees must be advised when derogatory information is entered on the card.

7. Disposition Procedures. Employee record cards will be disposed of as follows:

a. Cards for currently employed individuals should be filed in accordance with paragraph 8 below.

b. When an employee is moved to another organization serviced by the Omaha District Personnel Office, the card should be transmitted directly to the new organization, after assuring that the card has been posted up-to-date. If the losing organization is unsure as to exactly where the card should be sent, it should be forwarded to the Personnel Office, Technical Services Branch, for routing.

c. Cards of employees who are separated for military service with restoration rights will be retained by the operating official to assure consideration of the employee for promotion, or other action in absentia.

e. When an employee is separated from the Omaha District, MRD, or a serviced activity, the card will be destroyed.

f. Cards for vacant positions should be filed in accordance with paragraph 8 below.

8. Employee Record Card File. The card file provides current information relative to personnel strength authorization, actual strength, position vacancies, actions in process, etc., for the entire organizational segment. It will consist of the individual Employee Record Cards and, if desired, a summary record card.

a. Employee Record Cards will be arranged in the following order (summary record card, if used, will be kept in the front of the file):

(1) Occupied positions: Alphabetically by name of incumbent. If desired, cards may be divided by organizational subdivisions and arranged in alphabetical order.

(2) Vacant established positions: Unless summary record card is used to maintain control over vacant positions, individual Employee Record Cards for each vacant established position, showing position title, job number, pay plan, series, and grade will be filed in the following order behind the cards for occupied positions:

(a) First - By Position Pay Plan (e.g., Senior Executive Service, General Manager, General Schedule or Wage System).

(b) Second - By grade from highest to lowest.

(c) Third - Alphabetically by position title (Clerk, Stenographer, Typist, etc.).

(3) Authorized but not established positions: Unless summary record card is used to maintain control over vacant positions, individual blank cards (representing the difference between established positions and total authorized positions) will be inserted behind the vacant established position cards.

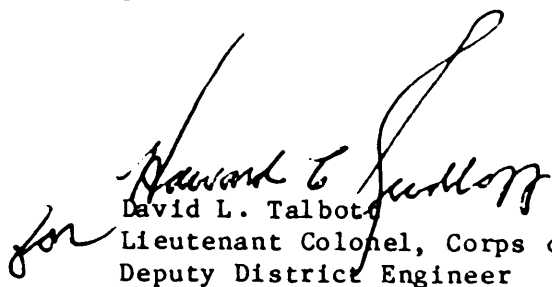
b. The Employee Record Card file will be maintained at the lowest echelon practicable for effective management in conformance with the following criteria:

(1) At that point where all interested supervisors have convenient access to the records. For example, it is permissible for the records to be maintained at one central point, where the entire organizational unit is located on one floor.

(2) The level at which employees are evaluated and performance appraisals made, in other words, the first-line supervisor. In those cases where it is determined that an additional file is needed by a higher echelon for efficient administration, a strip file or a skeleton employee record card file may be maintained at the division level for strength control and locator purposes. This additional file will not duplicate the supervisor's notes and the record of performance appraisals and training.

9. Reemployment File. This file will be a separate subdivision of the Employee Record Card file and will be composed of individual cards for employees separated for military service, overseas employment, or any other separation action which provides reemployment rights. The cards in this file will be arranged in alphabetical order according to name and will be used as a ready reference in considering employees separated for military service for position change actions in absentia. The cards in this file will not be used for strength control or accounting purposes.

FOR THE COMMANDER:


David L. Talbot
Lieutenant Colonel, Corps of Engineers
Deputy District Engineer

DISTRIBUTION:

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